



OFFICE OF THE CITY CLERK

RECORDS MANAGEMENT

FREQUENTLY ASKED QUESTIONS

Q. What is Records Management?

A. Records Management is the systematic control of records throughout their life cycle which includes the creation, receipt, maintenance, use, and final disposition of records.

Q. Why is Records Management Important?

A. Information is at the center of every organization, Federal, State or local government municipality. Records must be managed cost effectively and efficiently for retrieval purposes and also to comply with legal regulations, legal holds, request for public records, and recovery from disasters.

Q. What is a Record?

A. A Record is recorded information of any kind and in any form, created or received by the City that is evidence of its operation. Records include paper and electronic documents, electronic databases, electronic mail, correspondence forms, photographs, film, sound recordings, maps, and other documents that have administrative, legal operational, fiscal or historical value requiring retention of the record for a specified period of time.

Q. What is my role as a City Employee?

A. Every city employee is responsible for the records they produce including electronic mail and should know the basic procedures of records management.

Q. Which policies apply to Records Management?

A. 1. City Administrative Regulation 85.10
2. Council Policy 000-25

Q. Which laws apply to Records management?

A. 1. San Diego Municipal Code, Chapter 2, Division 26
2. Each department may have applicable laws concerning their own records' retention requirements.

Q. Who do I contact if I have further questions about Records Management?

A. City Clerk, Records Management (619) 236-6143